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KSC SECURITY PROCEDURAL REQUIREMENTS

**National Aeronautics and
Space Administration**

John F. Kennedy Space Center

KDP-KSC-T-2120, Rev Basic

CHANGE LOG

Date	Revision	Description
3/14/2008	Rev A	This revision includes a new Chapter 19; expiration date has not been extended because document is being totally revised.
11/30/2012	Rev. B	Complete rewrite
8/26/2016	Rev. C	Established Chapter 10, SECURITY PROCEDURES FOR LABOR MANAGEMENT DISPUTES (STRIKES). Revised Chapter 12 to include use of District Court Violation Notice. Revised Chapter 16 regarding Child Development Center. Added Appendix B, Schedule of Fines.

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PREFACE

P.1 Purpose

This Kennedy Space Center (KSC) National Aeronautics and Space Administration (NASA) Procedural Requirement (KNPR) addresses the policies, procedural requirements, and regulations for NASA KSC's comprehensive security program including physical, personnel, industrial, commercial and program security, and KSC's use of NASA Federal Arrest Authority.

P.2 Applicability

- a. Unless otherwise specified, this KNPR applies to all personnel, visitors and tenants; KSC facilities, property, and sites under KSC jurisdiction; and classified national security material at KSC.
- b. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms "may" or "can" denote discretionary privilege or permission, "should" denotes a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material.
- c. In this directive, all document citations are assumed to be the latest version unless otherwise noted.

P.3 Authority

- a. NASA Policy Directive (NPD) 1600.2, NASA Security Policy.
- b. NASA Procedural Requirement (NPR) 1600.1, NASA Security Program Procedural Requirements.

P.4 Applicable Documents and Forms

- a. Violation of Regulations of National Aeronautics and Space Administration, 18 U.S.C. § 799.
- b. Unlawful Acts, 18 U.S.C. § 922 (d) (9).
- c. Atomic Energy Act of 1954, as amended, 42 U.S.C. § 2011 et seq.
- d. Permission to Use Firearms, 51 U.S.C. § 20133.
- e. Arrest Authority, 51 U.S.C. § 20134.
- f. The Homeland Security Act, Pub. L. No. 107-296, 116 Stat. 2135 (2002).
- g. Florida Statute 316.2065, Florida Bicycle Laws.
- h. Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents
- i. HSPD-7, Critical Infrastructure Identification, Prioritization, and Protection
- j. HSPD-12: Policy for a Common Identification Standard for Federal Employees and Contractors
- k. Classified National Security Information, Exec. Order No. 13526, 75 C.F.R. 707 (2010).
- l. Controlled Unclassified Information, Exec. Order No. 13556.

- m. Suitability, 5 C.F.R. Part 731.
- n. Chemical Facility Antiterrorism Standards (CFATS), 6 C.F.R. Part 27.
- o. Security Programs; Arrest Authority and Use of Force by NASA Security Force Personnel, 14 C.F.R Part 1203B.
- p. Inspection of Persons and Personal Effects at NASA Installations or on NASA Property; Trespass or Unauthorized Introduction of Weapons or Dangerous Materials, 14 C.F.R. Part 1204, subpart 10.
- q. Enforcing Traffic Laws at NASA Centers and Component Facilities, 14 C.F.R. 1204, subpart 11
- r. Law Enforcement Officers Safety Act Improvements Act of 2013, as amended.
- s. NPD 1000.3 The NASA Organization
- t. NPR 1371.2, Procedural Requirements for Processing Requests for Access to NASA Installations or Facilities by Foreign Nationals or U.S. Citizens Who are Reps of Foreign Entities
- u. NPD 1371.5, Coordination and Authorization of Access by Foreign Nationals and U.S. Citizen Representatives of Foreign Entities to NASA
- v. NPR 1382.1, NASA Privacy Procedural Requirements.
- w. NPD 1440.6, NASA Records Management.
- x. NPR 1441.1, NASA Records Retention Schedules
- y. NPD 1600.3, Policy on Prevention of and Response to Workplace Violence
- z. NPD 1600.4, National Security Programs.
- aa. NPD 9800.1, NASA Office of Inspector General Programs
- bb. NPR 1600.2, NASA Classified National Security Information (CNSI).
- cc. NPR 1600.3, Personnel Security. w/Change 2, (April 29, 2013)
- dd. NPR 1600.4 Identity and Credential Management
- ee. NID 1600.55, Sensitive But Unclassified (SBU) Controlled Information.
- ff. NPR 1620.2, Facility Security Assessments.
- gg. NPR 1620.3, Physical Security Requirements for NASA Facilities and Property.
- hh. NPR 1660.1 NASA Counterintelligence and Counterterrorism
- ii. NPR 2810.1A, Security of Information Technology (Revalidated with Change 1, dated May 19, 2011)
- jj. NPR 2841.1 Identity, Credential, and Access Management
- kk. NPR 4200.1, NASA Equipment Management Procedural Requirements
- ll. NPR 5200.1
- mm. NPR 8000.4, Agency Risk Management Procedural Requirements.
- nn. NPR 8621.1, NASA Procedural Requirements for Mishap and Close Call Reporting, Investigating, and Recordkeeping

- oo. NPR 8715.3, NASA General Safety Program Requirements
- pp. NASA Technical Standard (NASA-STD) 8719.12, Safety Standard for Explosives, Propellants, and Pyrotechnics
- qq. Sensitive Compartmented Information Facilities (SCIFs), Director of National Intelligence (DNI) Intelligence Community Directive (ICD) 705.
- rr. Technical Surveillance Countermeasures (TSCM) ICD 702.
- ss. NSDD 298: National Operations Security Program.
- tt. Critical Infrastructure Security and Resilience Presidential Policy Directive (PPD)-21.
- uu. The Risk Management Process for Federal Facilities: An Interagency Security Committee Standard, August 2013, 1st edition
- vv. SF 312, Classified Information Nondisclosure Agreement.
- ww. SCI NDI 4414, Sensitive Compartmented Information (SCI) Nondisclosure Agreement.
- xx. National Industrial Security Program Operating Manual DoD 5220.22-M, Standard Practice Procedures
- yy. KSC Transportation Support System Manual
- zz. KNPR 8715.2, Comprehensive Emergency Management Program
- aaa. KDP-KSC-P-1206, Activation and Deactivation of Controlled Areas in ALMS
- bbb. KDP-KSC-P-3722, Kennedy Space Center (KSC) Badging Issuance & Identity Verification Process
- ccc. KCA-4255, Memorandum of Understanding, Joint Operating Procedure between the 45th SW and NASA KSC for Fire, Security, Emergency Management and Emergency Medical Services Personnel
- ddd. KSC Form 20-36, Locksmith Services Request
- eee. KSC Form 20-109, KSC Traffic Citation
- fff. KSC Form 20-174, Reporting a Lost Registered Key
- ggg. KSC Form 28-127, KSC Unattended Vehicle Card
- hhh. KSC Form 28-651V3, Lost Badge Report

P.5 Measurement/Verification

None

P.6 Cancellation/Supersession

This document supersedes KNPR 1600.1, Rev. B, KSC Security Procedural Requirements, dated November 30, 2012.

/original signed by/

Nancy P. Bray
Director, Spaceport Integration and Services
Distribution: TechDoc Library

CHAPTER 1. RESPONSIBILITIES

1.1 General

The KSC security program is managed by the Protective Services Office (PSO) within Spaceport Integration and Services.

1.1.1 The KSC Center Director shall:

- a. Retain ultimate responsibility for the security of KSC personnel, missions, and property.
- b. Allocate the resources necessary to execute this objective.

1.1.2 The KSC Deputy Director shall:

Review and approve the use of the Center Director's guest credential for conducting tours of operational areas by Very Important Person visitors, guests, or dignitaries.

1.2 Chief, Protective Services Office

The KSC Chief, PSO reports to the Director, Spaceport Integration and Services, and shall:

- a. Oversee and supervise all PSO functions.
- b. Provide personnel to serve as the Contracting Officer Representative for the Kennedy Protective Services Contract (KPSC) and perform contract technical oversight.
- c. Establish and maintain a KSC liaison with the local, state, and Federal security and law enforcement community.
- d. Develop the strategy and processes for the protection of KSC personnel and assets.
- e. Equip the KSC PSO Special Agents and other security personnel with necessary resources and maintain the required professional training and qualification standards as determined by the KSC Center Chief of Security (CCS).
- f. Ensure appropriate security inspections of KSC organizations are conducted and findings are reported.
- g. Establish a KSC liaison with commercial and other governmental agency tenants.

1.3 Center Chief of Security

The Director, Spaceport Integration and Services, appoints the KSC CCS who resides in the PSO and shall:

- a. Serve as the primary technical authority for all security-related requirements.
- b. Oversee and coordinate policies, processes, and operations executed by the KPSC.
- c. Ensure that all people, missions, assets, and information on KSC remain secure.

- d. Maintain the capability to respond effectively to emergencies.
- e. Define the required training, equipment, and processes to ensure PSO Special Agents can effectively respond to requests for investigation or assistance from organizations or individuals relating to KSC security or law enforcement matters.
- f. Establish and maintain the KSC standards, procedures, specifications, and requirements necessary to meet all Federal security regulations and NASA Headquarters directives.
- g. Review and approve any deviation to this KNPR. If the deviation requires approval by the Center Director or NASA Headquarters or other Federal, State, or local agency, the CCS shall lead the requisite coordination and approval efforts.
- h. Investigate any loss or possible compromise of classified material under the control of KSC by notifying the originating office or agency.
- i. Implement more rigid standards, procedures, or specifications than the baseline requirements prescribed in this KNPR, whenever necessary in the interest of national security or in response to increased security needs.
- j. Provide the final adjudication for identity management and badging-related decisions for access to KSC property.
- k. Serve as the Chief Executive Officer for the Federal Law Enforcement Training Accreditation Board, and in cooperation with NASA Headquarters manage the NASA Protective Services Training Academy.

1.4 Director, Procurement

The KSC Director of Procurement shall incorporate Section 4.404(a) of the FAR, Contract Clause; the NASA FAR Supplement 1804.404-70, Contract Clause; and this KNPR into all KSC contracts.

1.5 Director, Communication and Public Engagement

The Director, Communication and Public Engagement shall:

- a. Request the necessary badging and transportation for tours and other NASA visitor's services in support of visits to KSC by persons invited by the Center Director, Deputy Director, or persons referred by NASA Headquarters.
- b. Appoint a point of contact for media liaison during any declared emergency at KSC.

1.6 Director, Center Planning and Development

The Director, Center Planning and Development shall ensure that all negotiations and agreements with potential and established KSC commercial and other governmental agency tenants incorporate applicable portions of this KNPR.

1.7 Director, Information Technology and Communications Services

The Director, Information Technology and Communications Services and Chief Information Officer shall coordinate Information Technology incident investigations with PSO when applicable, and appoint a point of contact to support PSO activities when requested.

1.8 Heads of Primary Organizations

KSC Directors, NASA program and project managers, and KSC prime contractors residing at KSC shall:

- a. Safeguard assigned personnel, facilities, property, information, and material.
- b. Ensure that organizational program and project requirements, as well as internal policies and procedures comply with the provisions of this KNPR.
- c. Appoint organizational security points of contact to perform assigned security-related tasks and interface with PSO and KPSC personnel
- d. Maintain and disseminate the required material, documents, information, or personnel to facilitate PSO security-related activities.
- e. Correct any security violations due to any action or inaction by the respective organization.
- f. Prepare and submit any proposed deviations to this KNPR to the CCS for review and approval.
- g. Provide un-armed access control monitors, as required by the program or project, for operational areas.

1.9 Organizational Security Point-of-Contact

The organizational security point-of-contact shall:

- a. Serve as the representative(s) within each organization, as assigned by the head of the organization, to perform the security functions that are unique to that organization.
- b. Serve as an organizational interface to the PSO and KPSC to support and enable security-related issues (e.g., inspections, audits, investigations, identity management and badging, reporting, and coordinating the resolution of all criminal and traffic related incidents).
- c. Develop and maintain security-related documentations and records for the organization.

CHAPTER 2. SECURITY INSPECTIONS

2.1 Purpose

The PSO shall implement a security inspection program that ensures compliance with applicable Federal, NASA and local security-related requirements. These inspections will inform organizations of security-related problems or risks and recommend corrective actions or best security practices.

2.2 General Provisions

The PSO, or authorized designees, shall conduct both scheduled and unscheduled inspections. In performing these activities, PSO personnel will:

- a. Coordinate with the organizational security point-of-contact to minimize impact to the organization's normal activities.
- b. Provide advanced written notification, for scheduled inspections; provide a pre-inspection information survey to assist organizations with understanding what is to be inspected.
- c. Document and provide the results of each inspection and required corrective actions and provide copies to the head of the respective organization. Follow-up reviews may be performed to ensure corrections have been implemented. Uncorrected actions will be reported by the PSO to the Director, Spaceport Integration and Services.

CHAPTER 3. SECURITY, TRAINING AND AWARENESS PROGRAM

3.1 General

3.1.1 Each KSC organization shall ensure its employees are properly trained and aware of all the security requirements that relate to their positions and duties.

3.1.2 The PSO shall:

- a. Ensure that training courses and supplemental awareness materials are readily available to the KSC workforce.
- b. Provide additional expertise and support, as required.
- c. Maintain records of all KSC personnel that have attended general security briefings and the due dates for refresher training.
- d. Maintain a current listing of those persons that possess a national security clearance and record due dates for Cleared Employee Refresher training classes.

3.2 Organizational Training Requirements

Each KSC organization shall complete the required security training, as specified in Section 3.3 below. Consistent with the provisions of this KNPR, the organization will also establish the internal security procedures and ensure employees are familiar with these procedures. These security procedures must include:

- a. Identification of the material or information requiring some form of protection.
- b. Instruction on routine security procedures.
- c. Instruction covering the procedures to follow in the event of an information security violation.
- d. Explanation of each employee's individual security responsibilities.

3.3 Security Awareness Requirements

3.3.1 Each organization shall provide additional security awareness training opportunities to supplement required training. The following are examples of additional actions to help ensure security awareness:

- a. Conduct periodic discussions on security related issues and topics during staff meetings. The PSO can provide speakers and presentations.
- b. Utilize audio-visual aids, such as security videos and PowerPoint presentations. Security related courses are available on System for Administration, Training, and Educational Resources for NASA (SATERN).
- c. Establish an organization-specific approach for handling security questions and suggestions.

- 3.3.2. Each organization shall analyze security measures at every phase of an activity to effectively protect valuable Government assets.
- 3.3.3 Organizations involved in the design, procurement, and construction of facilities or systems shall:
- a. Identify the associated security vulnerabilities during the entire project lifecycle.
 - b. Ensure that employees obtain the required security training to gain the necessary knowledge for identifying risks and developing mitigation plans.

3.4 Required Training

The following classes are mandatory for the identified individuals who work at KSC. These classes are scheduled for employees by their organization's training coordinator:

Table A
Required Training

Course	Name	Description	Required By	Frequency/Method
SEC-01	New Employee Security Orientation	Initial security briefing for familiarization on KSC security procedures and regulations.	All new employees	One-time/Instructor
SEC-02	Refresher Security Briefing	Review of security procedures, regulations, recent trends, and awareness tips.	All employees	Annually/SATERN
SEC-03	New Security Clearance Indoctrination	Initial training on safeguarding, handling, and protecting CNSI requirements.	All new security clearance grantees	One-time/Instructor
SEC-04	Security Clearance Refresher Briefing	Refresher briefing on safeguarding, handling, and protecting Classified National Security Information (CNSI).	Current security clearance holders	Annually/SATERN
SEC-05	Classified Control Point (CCP) Custodian Briefing	Briefing on requirements and responsibilities for accountability and storage of CNSI	Designated CCP Custodians	Annually/Instructor
SEC-06	Derivative Classification Training	Training on derivative classification requirements and procedures.	Designated Derivative Classifiers	Every 2 yrs/Instructor

CHAPTER 4. CLASSIFIED NATIONAL SECURITY INFORMATION

KSC personnel who are involved in generating, receiving, storing, and disseminating CNSI under a variety of NASA programs or through partnerships and collaboration with other Federal agencies, academia, and private enterprises shall comply with procedural requirements outlined

in NPR 1600.2, NASA Classified National Security Information (CNSI). These requirements apply to all NASA employees, contractors, grant recipients, or other parties to agreements as stipulated in the specific contracts, grants, or agreements.

All NASA and contractor personnel who are granted a security clearance shall follow the reporting requirements outlined under continuous evaluation of security clearance eligibility found in NPR 1600.3, Personnel Security.

CHAPTER 5. FOREIGN CONTACTS, FOREIGN TRAVEL, AND REQUESTS FOR INFORMATION

5.1 General

- 5.1.1 This chapter describes procedures for contact with foreign nationals and requests for information from foreign nationals. All NASA and contractor organizations shall comply with requirements for official and personal foreign travel to "designated countries." For purposes of this KNPR, the following terms are defined:
- a. "Designated countries" is a compilation of countries with which the United States has no diplomatic relations, countries determined by Department of State to support terrorism, countries under Sanction or Embargo by the United States and countries of Missile Technology Concern. Since world affairs are constantly changing, reference the following website for the most current information regarding the "designated countries" list : <<http://oiir.hq.nasa.gov/nasaecp/>>.
 - b. "Establishments" means embassies, consulates, press, airlines, and travel and business offices representing "designated countries".
 - c. "Foreign national" means any citizen of a foreign country. "Foreign representative" means any person (including United States citizens) representing or acting on behalf of a foreign country.
 - d. "Contact" means any form of communication (e.g., verbally in person, telephone or fax; anything written; any communication made via computer or internet, radio communication, publication subscriptions) with a foreign national from a "designated country" for any reason, including social, official, or personal.
 - e. "Unauthorized request" is any request for official information or materials made by anyone without a need-to-know or made outside of official channels (e.g., Freedom of Information Act.) This includes requests for classified or unclassified information, documents, publications, material or equipment that is under Government or contractor control. Additional restrictions may also apply on requests for information and the release of information or materials, such as: The Export Administration Act of 1979 (50 U.S.C. Appendix 401-40); The Arms Export Control Act as implemented by the ITAR; CFR Part 15, Commerce and Foreign Trade; and the FAR, 35 U.S.C. 05, Subpart 7.3.
- 5.1.2 Contractor employees with access to CNSI shall comply with the requirements in the National Industrial Security Program Operating Manual DoD 5220.22-M, Standard Practice Procedures, and this Chapter.

5.2 Reporting Contact with Foreign Nationals or Representatives of a Designated Country

All KSC personnel shall report all contacts with foreign nationals or representatives of designated countries (including contacts made or received by family members) in the following manner:

- a. NASA KSC civil service employees shall report such contacts to the PSO at 867-7575.

- b. KSC contractor personnel shall report all contacts to their management and security point-of-contact, who will then report to PSO. At the discretion of the CCS, the PSO may also interview the individual. Contractor Facility Security Officers must also comply with the reporting requirements of the National Industrial Security Program Operating Manual, DoD 5220.22-M.

5.3 Reporting Unauthorized Requests for Information from Foreign Nationals or Foreign Representatives

5.3.1 NASA KSC civil service employees shall:

- a. Immediately report all unauthorized requests for information from foreign nationals or foreign representatives to the PSO at 867-7575.
- b. Not discuss this information with anyone other than a representative from the PSO.

5.3.2 For KSC contractor personnel, follow the provisions of the National Industrial Security Program Operating Manual, DoD 5220.22-M and company standard procedures. If a security representative is not immediately available, report to the PSO at 867-7575. The employee shall not discuss the incident with anyone other than a security representative or the PSO.

5.4 Foreign Travel

- 5.4.1 Notification to the PSO is required for all KSC employees with a security clearance who are planning to travel into or through designated countries (Office of International and Interagency Relations Designated Country List), whether for official or personal travel purposes. Employees shall obtain a defensive travel briefing from the KSC Counterintelligence and Counterterrorism (CI/CT) Office. Call 867-2456 for an appointment at least three weeks prior to departure. Within seven business days of return you must submit to a debriefing conducted by the CI/CT Office.
- 5.4.2 For KSC employees who do not hold a security clearance, travel to designated or non-designated countries does not require CCS notification; however, a defensive travel briefing from CI/CT is recommended.
- 5.4.3 For KSC contractors who are in a cleared status, comply with foreign travel reporting requirements as dictated by your organization's Facility Security Officer and the National Industrial Security Program Operating Manual, DoD 5220.22-M.

CHAPTER 6. SECURITY FORCES AND LAW ENFORCEMENT

6.1 General

The KSC security forces protect KSC personnel and assets from acts of violence, theft, sabotage, and other unlawful or hostile acts. The KSC security force consists of armed security officers and support personnel. In addition to NASA Special Agents, the PSO utilizes the KPSC to staff the majority of the security protection force. The KPSC utilizes two types of uniformed personnel, Security Officers and Security Police Officers (SPO). This chapter is not applicable to the NASA Office of Inspector General, whose duties and responsibilities are outlined in NPD 9800.1B, NASA Office of Inspector General Programs.

6.2 Authority

NASA PSO Special Agents and KPSC SPO shall make arrests and carry firearms in accordance with 14 C.F.R Part 1203B, Security Programs; Arrest Authority and Use of Force by NASA Security Force Personnel; and NPR 1600.1, Chapter 9, Federal Arrest Authority and Use of Force Training and Certification. KSC jurisdiction is within the KSC property boundaries, which includes Kennedy Athletic, Recreation, and Social Park I and Jay Jay Rail Yard. KSC has concurrent legislative jurisdiction, which is shared with United States Fish and Wildlife Services, United States Postal Service, and Brevard County Sheriff's Office.

CHAPTER 7. NATIONAL INCIDENT MANAGEMENT SYSTEM

The September 11, 2001, terrorist attacks and the 2004 and 2005 hurricane seasons highlighted the need to focus on improving emergency management, incident response capabilities, and coordination processes across the country. A comprehensive national approach, applicable at all jurisdictional levels and across functional disciplines, improves the effectiveness of emergency management and response personnel across the full spectrum of potential incidents and hazard scenarios (including but not limited to natural hazards, terrorist activities, and other manmade disasters). Such an approach improves coordination and cooperation between public and private agencies and organizations in a variety of emergency management and incident response activities. The National Incident Management System (NIMS) framework sets forth the comprehensive national approach. KSC security forces shall utilize the NIMS approach in emergency response situations. Incident Commanders for security emergency responses are designated in accordance with Homeland Security Presidential Directive (HSPD)-5, Management of Domestic Incidents, and KNPR 8715.2, Comprehensive Emergency Management Program (CEMP).

CHAPTER 8. BADGES AND PASSES

8.1 General

This chapter establishes the requirements for issuing and controlling identification badges, temporary passes, and special badges used for access through KSC's controlled entry gates. KSC accepts all valid NASA Personal Identity Verification (PIV) credentials.

8.2 Responsibility

KSC personnel who request visitor or guest badges are responsible for the conduct of the individuals whom they sponsor. The KSC badge is to be used for the specific purpose that it was issued (e.g., a planned meeting, specific official activity, authorized tour) and not personal or family visits, personal business development, marketing or solicitation.

8.3 Access to KSC and Cape Canaveral Air Force Station

- 8.3.1 Entry to KSC property or into controlled areas on KSC and Cape Canaveral Air Force Station (CCAFS) is a privilege that can be denied, suspended, or revoked by the PSO or designee.
- 8.3.2 Unless specifically approved by the CCS, no individual shall possess more than one NASA Identity. This provision does not limit the possession of required area permits or special access badges.
- 8.3.3 In accordance with KCA-4255, Memorandum of Understanding, Joint Operating Procedure between the 45th SW and NASA KSC for Fire, Security, Emergency Management and Emergency Medical Services Personnel, United States Air Force access control badges are valid for entry at KSC perimeter gates and KSC access control badges are valid for entry at the perimeter gate(s) of CCAFS.
- 8.3.4 With the exception of visitors on KSC Visitor Complex tour buses and attraction sites, and news media during pre-approved special media events, all non-badged individuals with a valid need for access to KSC, and sponsored by a KSC employee, shall obtain a KSC badge at the KSC Badging Office prior to entry through a KSC perimeter gate. KSC badges are not issued at the CCAFS badging station.
- 8.3.5 During specific events where larger-than-normal news media attendance is expected, pre-approval with NASA Protective Services is coordinated to allow overlay badges for news media to be used in lieu of the normal KSC machine pass. These overlay badges are issued at the KSC Press Accreditation Building on SR-3 (Kennedy Parkway) in lieu of the KSC Badging Office on SR-405 (NASA Parkway).
- 8.3.6 There must be a legitimate business, educational, or special event need to badge and allow minors, under the age of 16, on KSC. With the exception of special events such as KSC Family Day or Bring Your Children to Work Day where badges are not issued, all access requests for minors under the age of 16 must get approval from the PSO before the request is processed by the badging office.

8.4 Badge Acceptance and Implied Consent

All individuals, by acceptance of a KSC badge and their presence on KSC, grants implied consent for the search of themselves and any property in their possession or control, and agree to abide by the regulations of KSC.

8.5 Display and Control of the Badge

KSC badges and passes are Government property. Each individual who is authorized access to KSC shall:

- a. Wear the KSC badge in a visible location above the waist, unless otherwise deemed by security;
- b. Surrender the badge for physical inspection on demand of a NASA Special Agent or KPSC officer, supervisor, authorized auditor, or access control personnel; and
- c. Not photocopy or photograph (duplicate) KSC badges, nor allow others to do so.

8.6 Lost Badge and Area Permit Reporting

- 8.6.1 Lost or stolen badges shall be reported to the KSC Badging Office within 18 hours of discovery of the loss/theft and the badge holder must complete KSC Form 28-651V3 (Lost Badge Report), within 2 business days. The badging office will initially issue the individual a temporary badge as a replacement. Within 5 business days of reporting the loss/theft, the individual will appear in person at the badging office to confirm the badge is still lost or stolen and then will undergo the reissuance process for a new badge and temporary key card (if needed) for area access. If the badge is recovered at a later date, it should be surrendered to the badging office immediately.
- 8.6.2 Any badge holder who loses accountability of, or reports his or her badge stolen multiple times (2 or more), in a 5 year period is required to obtain a signed letter from his or her supervisor stating that the organization is aware of the circumstances regarding the individual's lack of accountability for NASA property and has taken steps to ensure similar behavior does not reoccur. The badge holder must then contact the PSO, provide the letter from the supervisor, and undergo a security awareness briefing to be eligible for reissuance of a long term Center Specific or PIV badge.
- 8.6.3 NASA issued badges shall not be taken into a foreign country unless specifically authorized in accordance with official travel or temporary duty orders, or unless the foreign country is the employee's permanent duty location.

8.7 Termination, Leave of Absence, Expiration of Contract, and Foreign Travel

- 8.7.1 When authorization to possess a PIV badge no longer exists (e.g., upon termination of employment, end of visit, leave of absence, or expiration of contract), the individual shall surrender the badge to the respective supervisor, human resources office, or security office.

- 8.7.2 Failure to turn in a badge at the end of KSC affiliation will result in being ineligible for a new badge until the individual either turns in the previously issued badge or submits a lost-stolen badge report to the badging office.

8.8 Violations of Badging Policy

- 8.8.1 Unauthorized use of a Government badge or pass includes, but is not limited to:

- a. The transfer, sale, gift, loan, use as collateral, or use to gain access to, or remain in an area or on the installation for other than official purposes
- b. Use in the transaction of personal business
- c. Any mutilation, destruction, or forgery (including alteration or duplication).

- 8.8.2 Any unauthorized use may subject the person responsible to exclusion from KSC, punishment by law, and administrative action by employer.

- 8.8.3 Any individual having the knowledge or suspicion that badging regulations are or have been violated is required to report those violations to the Personnel Security Office at 867-7575.

8.9 Submittal of Pass and Badge Requests

For all KSC badge requests, personnel shall follow KDP-KSC-P-3722, Kennedy Space Center (KSC) Badging Issuance & Identity Verification Process.

CHAPTER 9. PHYSICAL ACCESS MANAGEMENT

9.1 General

PIV credentials and iCLASS Area Access cards are used to provide temporary or permanent access to operational, flight hardware, and other sensitive and hazardous areas at KSC. Access to controlled areas shall only be authorized in conjunction with official duties.

The KSC Badging Office provisions temporary and permanent access for all KSC civil servants, contractors, tenants, and visitors according to standards set by the PSO.

9.2 Responsibilities

9.2.1 The heads of primary organizations shall:

- a. Identify and furnish a list of all operational, flight hardware, and controlled areas requiring access controls to the PSO.
- b. Provide a list of area owners for their facilities to approve or deny requests for access.
- c. Ensure area access is granted to personnel for official duties only.

9.2.2 The Director, Safety and Mission Assurance, shall establish general safety training requirements for all KSC employees.

9.2.3 The CCS shall establish requirements for access to KSC and its controlled areas and manage the KSC Area Access program.

9.3 Safeguarding of Area Access Badges and Cards

9.3.1 Area access badges shall be displayed at all times while in a controlled area.

9.3.2 Individuals shall comply with requests by security personnel or access control personnel to surrender area access badges for physical inspection.

9.3.3 Area access badges and cards shall be safeguarded while off-duty to prevent loss or use by unauthorized personnel. Vehicles are not authorized for safeguarding or storage of area access badges and cards.

9.4 Access Provisions

9.4.1 All personnel requiring access to controlled areas shall possess a PIV badge, KSC center specific badge, KSC temporary badge, or any other identification badge honored at KSC, and either a Permanent Area Access (PAA) or Temporary Area Access (TAA) for the applicable controlled area(s).

9.4.2 All requests for area access shall be processed in the Access Level Management System (ALMS) by the respective organization's authorized requestor.

9.4.3 The sponsoring organization shall:

- a. Validate the requirement for access.

- b. Ensure completion of required training. Applicable safety training shall be completed in SATERN for permanent or temporary unescorted access to controlled areas.
 - c. Ensure the proper conduct of the employee within controlled areas.
- 9.4.4 The PIV Badge or iCLASS card shall be used to access facilities through the electronic security systems.
- 9.4.5 A "To Be Escorted" TAA shall be issued to an individual requiring temporary access for official duties and not meeting security and safety training requirements. These individuals must be escorted at all times while inside a controlled area by an authorized employee with the applicable unescorted PAA.
- 9.4.5.1 Escorts shall maintain a line of sight control of personnel they are escorting and escort no more than 5 persons at one time unless otherwise approved in writing by the PSO.
- 9.4.6 Individuals shall be granted permanent access only to those areas where a frequent access requirement has been clearly demonstrated.
- 9.4.7 Individuals shall be listed in ALMS as Authorized Requestors in order to submit requests for any controlled area.
- 9.4.8 Area Owners shall approve or deny requests.
- 9.4.9 Individuals listed in ALMS as Authorized Requestors/Approvers shall request and approve access to those controlled areas under their operational jurisdiction.
- 9.4.10 Area access for consultants, subcontractors, and miscellaneous service contractors shall be requested by the sponsoring NASA, Government agency, or contractor organization for processing.
- 9.4.11 Area access credentials shall be surrendered to the employee's organization Authorized Requestor or the PSO when area access is no longer required (e.g., termination of employment, expiration of contract, end of visit).
- 9.4.12 Area access credentials shall not be taken into a foreign country unless otherwise approved by the CCS prior to travel.
- 9.4.13 PSO personnel may enter all areas on KSC upon presentation of NASA Special Agent, Security Specialist, Fire Protection, or Emergency Management credentials.
- 9.4.14 Activation and deactivation of controlled areas in ALMS shall be in accordance with KDP-KSC-P-1206, Activation and Deactivation of Controlled Areas in ALMS.

9.5 Changes to Permanent and Temporary Area Access

- 9.5.1 Any change to an existing area access authorization shall be accomplished in ALMS.
- 9.5.2 A change shall be requested when the individual:
- a. Requires additional authorizations to enter controlled areas;

- b. No longer requires access to some or all controlled areas;
- c. Requires different area access authorizations, due to reassignment to a different function or organization; or
- d. Has a name change (e.g., marriage, legal action) that has been initiated through IdMax.

CHAPTER 10. SECURITY PROCEDURES FOR LABOR MANAGEMENT DISPUTES (STRIKES)

10.1 General

This chapter establishes security policies and procedures for badging and access control during labor management disputes (i.e., strikes) at KSC.

In the event of a strike, this chapter details actions involving the Protective Services Office. Additional actions may be required from the Center in accordance with NPR 5200.1D.

NASA KSC recognizes the legal right of contractor employees and unions to engage in collective bargaining, including legitimate picketing when an impasse is reached during a labor dispute or labor contract negotiations. Although NASA KSC officials should not become involved directly or take sides based on the merits of any labor dispute, appropriate actions should be taken by NASA KSC to reduce or eliminate impact on its programs. This includes actions to ensure access to KSC by NASA personnel and by employees of other contractors who are not directly involved in the dispute.

10.2 Establishing and Enforcing the Use of Reserve Gates

10.2.1 In the event of a strike, KSC will implement a "reserve gate" policy.

10.2.2 Reserve gates are intended to provide the striking union and the affected contractor with similar conditions as if the dispute were taking place at the employer's premises outside of the NASA Center. This will be accomplished by directing all employees and suppliers of the struck contractor through designated KSC gates (i.e., reserve gates). The establishment of reserve gates allows the rest of the Center to conduct business operations without interference, thereby minimizing the impact to Center operations.

10.2.3 Subcontractors are not required to use the reserve gates unless they are performing struck work.

10.2.3 The struck contractor and union are notified that NASA KSC will strictly enforce the reserve gate policy. Any employee or supplier of the struck company who enters or exits the Center through a neutral gate (i.e., not a reserve gate) will be subject to sanctions at the Center level.

10.3 Labor Disputes Including Strikes and Picketing

10.3.1 When a union threatens or actually begins picketing, the following shall occur:

10.3.2 The KSC Industrial Relations Officer (IRO) shall:

a. Designate the reserve gates in coordination with the CCS.

(1) The gate(s) chosen will cause the least inconvenience to the largest number of people who will be working during the strike.

(2) Unless circumstances dictate, non-affected employees will not be restricted from using reserve gates.

- b. Notify, in writing, the local union and the struck contractor of the designated reserve gates. Seek the union's cooperation to confine the pickets to the established reserve gate areas.
- c. The above is not an all inclusive list of the responsibilities for the IRO. IRO responsibilities are found in NPR 5200.1D.

10.3.3 The KSC CCS shall:

- a. Ensure the KPSC strike plan is up-to-date and that the contractor is prepared to establish reserve gates.
- b. Ensure the KSC Institutional Services Contract has the appropriate reserve gate signs in storage and that they are in good condition. Signs may be placed in position but will remain covered until needed.
- c. Notify local law enforcement of an impending strike.
- d. Publish a Security Flash to all employees identifying the location of the reserve gate(s) and provide appropriate instructions on entering and leaving the premises during the term of the strike. The flash should explain in detail how employees of the struck contractor are to enter and leave the premises and describe the sanctions if the reserve gate procedure is not followed (see "Reserve Gate Violations").
- e. Ensure an event log is established to begin documenting information when the first strike action takes place. At a minimum, the record will contain significant events, times, places, and actions, with the name of the officials authorizing any actions. This log shall be maintained by the KPSC contractor unless directed otherwise by the CCS.
- f. Notify the KSC IRO, and other management as appropriate, of all reserve gate violations.
- g. Periodically provide the IRO with reports from each gate in regards to picketing and forms of demonstration.

10.3.4 The struck contractor shall:

- a. Retrieve KSC access credentials (badges) from those employees who are striking. The collected badges will be turned over to the KSC Badging Office for safekeeping until the conclusion of the strike.
- b. Ensure its employees receive the written reserve gate policy and procedures issued by the CCS and the employees are aware of the consequences for non-compliance.
- c. Report violations or issues to the CCS, or designee, in a timely manner.

10.4 Reserve Gate Violations:

10.4.1 The NASA PSO shall investigate all credible evidence of reserve gate violations.

10.4.2 Credible evidence includes records of the event including: date, time, description of vehicle, vehicle tag number, photos, name of violator, etc.

10.4.3 Employees found to be in violation of the reserve gate policy shall be subject to sanctions imposed by the KSC Associate Director.

10.4.4 Sanctions shall be assessed based on the following schedule:

- a. First offense: Written reprimand.
- b. Second offense: 30-day suspension of access to the Center.
- c. Third offense: Revocation of access to the Center until termination of strike.

Note: Suspension or revocation of access privileges does not preclude a contractor from providing employment off Center.

CHAPTER 11. PROTECTIVE BARRIERS AND OPENINGS

The PSO evaluates physical security access controls for the KSC perimeter, internal roads, access control points, barricades, and internal facilities in accordance with HSPD-7, Critical Infrastructure Identification, Prioritization, and Protection; and NPR 1620.3, Physical Security Requirements for NASA Facilities and Property. All questions or requests for access or for enhanced security countermeasures must be forwarded to the KSC PSO at 867-7575, Physical Security Specialist.

CHAPTER 12. TRAFFIC AND PARKING CONTROL

12.1 General

This chapter establishes provisions and procedures for all moving and non-moving traffic regulations, the required crash reporting procedure, the issuance of traffic citations on KSC property, and the motor vehicle traffic safety and reserved parking programs at KSC. This chapter also provides requirements for the movement of flight hardware and oversized equipment and movement against traffic.

12.2 KSC Traffic Code

KSC adopts the vehicular and pedestrian traffic laws of the State of Florida, as set forth in Florida Statute 316, State Uniform Traffic Control. All drivers of motor vehicles on KSC must meet the same qualifications as required for lawfully driving on Florida roadways, to include carrying appropriate vehicle insurance, proper registration of vehicles with the state, and possessing a valid driver's license recognized as valid by the State of Florida. The "Manual on Uniform Traffic Control Devices for Streets and Highways," as published by the United States Department of Transportation (DOT), and the companion Florida DOT Manual govern all traffic control devices on KSC. Driving a Government-owned vehicle or privately owned vehicle (POV) on KSC is a conditional privilege granted by the Center Director.

12.3 KSC Traffic Laws and Regulations

12.3.1 The KPSC, under the direction and guidance of the CCS, shall be the primary organization responsible for the enforcement of all KSC traffic regulations. KPSC will also investigate all motor vehicle crashes and all matters related to the safe and efficient flow of motor vehicle traffic on KSC roadways.

12.3.2 Any KSC organization that requires detouring or deviation of standard traffic patterns on KSC shall obtain written approval from the PSO at least 30 days prior to the requirement.

12.3.3 Persons committing a violation of a traffic regulation on KSC may be issued a United States District Court Violation Notice (DCVN). DCVNs are issued based on the Forfeiture of Collateral Schedule outlined in Appendix B. Mandatory Appearances (MA) in court are not required, unless indicated on the DCVN. If a MA is not required, the violator may choose to mail a payment or appear in Magistrate court.

12.3.4 To report a traffic violation on KSC when no PSO or KPSC representative is present, the witness shall call 867-7575 to schedule an appointment to make a written statement.

12.3.5 Bicycles are prohibited from operating on all roadways with a speed limit of 45 miles per hour or greater from 6 a.m. until 9 a.m. and from 3 p.m. until 6 p.m. Monday thru Friday. Additionally, all bicycle riders shall comply with the provisions of Florida Statute 316.2065, Florida Bicycle Laws.

12.3.6 Runners/joggers on KSC roadways are encouraged to wear reflective outer garments during both hours of light and darkness and utilize secondary roadways whenever possible.

12.3.7 Owners or drivers of POVs that are disabled or abandoned shall report this information to the Protective Services Communications Center by calling 867-2121 and providing the vehicle description and location.

12.3.8 The KPSC shall issue KSC Form 28-127, KSC Unattended Vehicle Card (i.e., red tag) to unattended disabled or abandoned vehicles. The "red tag" will notify the vehicle owner that, if not removed within 72 hours, KPSC will have the vehicle towed at the owner's expense.

12.3.9 Owners and drivers shall reimburse NASA or the United States Air Force or contractor for the cost of towing, storage, and disposal of vehicles should a need arise to remove or impound their vehicle because of a situation that resulted in the issuance of KSC Form 28-127.

12.3.10 Drivers requiring towing or repair assistance shall coordinate their request for assistance with KPSC, which can facilitate KSC access for non-badged towing or repair personnel.

12.3.11 Unless otherwise posted, the speed limit on KSC roadways is 35 miles per hour (mph).

12.4 KSC Parking Policy

12.4.1 Unless specifically permitted by the PSO, parking is not permitted in the following areas or circumstances:

- a. On grassy areas;
- b. Blocking driveways;
- c. Adjacent to yellow marked curbs;
- d. In fire lanes;
- e. Within 15 feet of a fire hydrant;
- f. In posted "No Parking" areas; or
- g. In any area on KSC not specifically designated for parking.

12.4.2 Persons whose primary job assignments or offices are located within a specific building are not permitted to use that building's parking spaces reserved for "Visitors."

12.4.3 Senior Management parking spaces are reserved for the use of authorized personnel only. Vehicles in Senior Management parking spaces without having the appropriate hangtag displayed are subject to being cited.

12.4.4 Vehicles in violation of the KSC parking policy may be issued a DCVN or a Form 20-109, KSC Traffic Citation, for illegal parking.

12.5 Conditions on Driving Privileges

12.5.1 NASA Special Agents and KPSC SPOs are authorized to stop vehicles on KSC property and to perform inspection of persons or vehicles in accordance with 14 CFR Part 1204, Subpart 10, "Inspection of Persons and Personal Effects at NASA Installations or on NASA Property; Trespass or Unauthorized Introduction of Weapons or Dangerous Materials."

12.5.2 Any driver suspected of being impaired when lawfully detained, apprehended or cited while in physical control of a motor vehicle on KSC property may be subjected to testing of breath or blood samples for alcohol and other drugs.

12.5.3 Drivers give implied consent to the removal and temporary impoundment of their POV at the owner's expense if their POV:

- a. Is illegally parked for unreasonable periods of time;
- b. Interferes with traffic operations;
- c. Creates a safety hazard;
- d. Is disabled by crash or incident;
- e. Is abandoned or disabled not by crash or incident; or
- f. Is left unattended in, or adjacent to, a restricted, controlled, or off-limits area.

12.5.4 Personal trailers, recreational vehicles, and trailered boats are prohibited from access onto KSC. The CCS may grant exceptions on a case-by-case basis by written request.

12.6 Suspension and Revocation of KSC Driving Privileges

12.6.1 The Center Director or the CCS may suspend or revoke installation driving privileges for egregiously unsafe operation of a motor vehicle.

12.6.2 The following requirements apply to the suspension or revocation of a driver's driving privileges at KSC even if the driver's state license is valid.

- a. The CCS shall provide written notification to the person of the suspension or revocation, which must explain the reason for the action taken and include copies of supporting evidence that was the documentary basis for the action. The CCS will coordinate all suspension and revocation actions with the Chief Counsel's Office.
- b. The CCS shall immediately suspend, for one year, the installation driving privileges of any person that:
 - (1) Is lawfully stopped on KSC by KSC Security Officers or state law enforcement officers for any traffic violation where the circumstances lead the officer to have a reasonable belief that the person is Driving Under the Influence (DUI) and the person refuses to submit to chemical and physical testing for the purpose of determining the alcohol or drug content of the person's blood or breath; or
 - (2) Operates a motor vehicle on KSC with Blood Alcohol Content of 0.08 percent, by volume, or higher; or
 - (3) Is convicted by a court for DUI, resulting in a suspension of the employee's state driver's license. When the state restores the employee's license, KSC driving privileges may also be restored.

- c. The Center Director or the CCS may permanently revoke the installation driving privileges of any person involved in any driving-related criminal offense.
- d. A driver's failure to produce proof of insurance may result in driving privileges suspended until such proof is produced.
- e. KSC driving privileges may be suspended for up to 12 months or revoked indefinitely, if a driver continually violates installation parking standards or habitually violates other standards considered non-moving in nature.

12.7 Administrative Due Process for Suspensions and Revocations

12.7.1 Any person whose installation driving privileges were suspended or revoked may request an administrative hearing to present evidence showing why the suspension or revocation should be reconsidered or how it imposes undue hardship on the employee.

12.7.2 The administrative due process for suspension or revocation of driving privileges at KSC consists of the following actions:

- a. An administrative hearing must be requested in writing within 5 business days of the suspension or revocation notification. The request shall be submitted to the KSC Associate Director, who is the Administrative Authority. The hearing will be held within a reasonable period of time, as determined by the Associate Director.
- b. The requestor may provide evidence for consideration prior to or during the administrative hearing. The evidence may be oral or written. There is no right to produce witnesses, cross-examine, or undertake any form of discovery by the requestor.
- c. The requestor may be represented by counsel at the hearing, solely at the requestor's expense. Prior written notice of such representation shall be submitted to and received by the KSC Office of the Chief Counsel at least 5 business days prior to the scheduled hearing date. The ability to request an administrative hearing will in no way create a substantive or procedural right of review or appeal beyond that granted by KSC Traffic Regulations to anyone whose driving privileges have been suspended or revoked.
- d. The decision of the Administrative Authority is final. If the appeal is sustained, the driver's suspension or revocation of driving privileges will be rescinded.
- e. The Administrative Authority may authorize partial or restricted driving privileges to those whose authority to drive on KSC was suspended or revoked by the CCS.
- f. The period of suspended driving privileges of any employee may be extended if the CCS determines that the driver needs to complete an approved remedial driver training course, drug or alcohol program, or other driving safety program, prior to the restoration of KSC driving privileges.

12.8 Traffic Crash Reporting, Response, and Investigation

12.8.1 All vehicle crashes occurring on KSC property must be immediately reported to the KPSC by calling 911 on a landline or 867-7911 from a cellular phone.

12.8.2 The drivers of vehicles involved in a traffic crash shall make a safe and reasonable effort to move the vehicles to the side of the road to avoid blocking traffic.

12.8.3 KPSC Security Police Officers shall respond to all reported on-Center vehicle crashes to safeguard life, facilitate orderly traffic flow and crash clean-up, conduct any required crash investigation, and document the circumstances of the accident.

12.8.4 The KPSC shall maintain traffic crash and violation records in accordance with NPR 1441.1, NASA Records Retention Schedules.

12.9 Overweight and Oversized Vehicles on KSC Roadways

12.9.1 The movement of equipment and vehicles that exceed the maximum width, height, length, and weight criteria dimensions set forth in Chapter 316 of the Florida Statutes, is not authorized on KSC roadways. Oversized equipment and vehicles on KSC roadways are required to comply with DOT regulations.

12.9.2 All loads or vehicles which oppose the flow or impede normal traffic shall have a flag on each corner of the equipment and vehicle. Security support for any convoy requiring more than two Security Police vehicles or that are longer than one hour in duration may be required to be funded in advance by the requestor.

12.9.3 Movement of oversized equipment and vehicles that require escort will not be permitted unless each movement is covered by a written authorization in the form of a Work Order, Support Request, Work Assignment, Shipping Order, etc. Each authorization must constitute a "special permit" for the movement of such equipment and vehicles on KSC roads under Section 316.550 of the Florida Statutes and KNPR 6000.1, KSC Transportation Support System Manual, Chapter 6, Movement of Overweight and Oversized loads at KSC. Prior to the actual move of such equipment and vehicles, the KSC Duty office will contact the security Watch Commander (321-861-6677) to coordinate the escort. Movement during 6:00 a.m. to 9:00 a.m., and 3:00 p.m. to 6:00 p.m. Monday through Friday, is prohibited unless coordinated with the PSO

12.9.4 If a special permit is required and the driver is not in compliance, an incident report for the violation will be submitted to the Spaceport Integration and Services, Center Services Division, for further action.

CHAPTER 13. INCIDENT REPORTING

13.1 General

All personnel shall report to the PSO any behavior or information, whether occurring on or off Center, that indicates a person with access to KSC may not be trustworthy or reliable. The PSO will make a preliminary assessment of the information and may suspend access to KSC property or areas and facilities within KSC pending the completion of an investigation and resolution of the matter. Examples of reportable behavior include:

- a. Financial irresponsibility.
- b. Criminal conduct.
- c. Harassment (unwelcome sexual advances or conduct, creating hostile work environment).
- d. Mental or emotional illness that may be a safety or security concern.
- e. Alcohol abuse or unauthorized use of alcohol on Center.
- f. Drug abuse.
- g. Possession or use of illegal drugs or substances.
- h. Security violations.
- i. Subversive activity.
- j. Evidence or suspicion of penetration of a security area.
- k. Any other activities defined as illegal through local ordinance, State statute or by Federal legislation.

13.2 Reporting Incidents Involving Assets

All personnel shall report to PSO any incident or observation involving assets, such as facilities, systems, or equipment; whether it be Government- or personal-owned, that indicates security controls may have been compromised. Examples of reportable incidents or observations include:

- a. Failure or unauthorized manipulation of an access control system (e.g., electronic security systems).
- b. Equipment malfunctions of a suspicious or unusual nature.
- c. Damage to critical hardware or unapproved configuration changes.
- d. Unplanned equipment activity.
- e. Circumvention of approved Secure Configuration Management change procedures.

CHAPTER 14. LOCKSMITH SERVICES

14.1 General

All lockable facilities and areas containing Government or other high value property shall be equipped with approved locks, unless specifically exempted by the CCS. These facilities and areas must be locked during any period that they are unoccupied.

14.2 Responsibilities

14.2.1 Heads of primary organizations shall appoint, in writing, primary and alternate Key Control Custodians (KCC), providing them with authority to approve and disapprove key and lock requests.

14.2.2 The CCS shall appoint a qualified civil servant as the KSC Key Control Officer (KCO).

14.2.3 The KCO shall:

- a. Represent PSO in matters regarding Registered Key Control.
- b. Identify training requirements and training programs to support KCC and alternates.
- c. Evaluate lost key incidents and review investigations involving the reporting of lost keys.
- d. Coordinate security requirements for changes of lock requirements outside the responsibility of organizational KCCs.
- e. Direct actions taken after review of incident reports and investigations.

14.2.4 KCCs and alternates shall:

- a. Assist requester(s) in filling out key and lock requests.
- b. Review and approve or disapprove all key and lock requests.
- c. Forward requests to Locksmith Office.
- d. Turn in keys and locks to Locksmith Office when no longer required.
- e. Report all lost or misplaced keys and locks to appropriate organizational security office.
- f. Act as central point of contact for the organization or facility with the Locksmith Office.
- g. Assist in surveys and audits of RLKS under their cognizance.
- h. Be cognizant of all key and lock activities in their area of control.
- i. Authorize keys to all controlled areas under their cognizance.

14.2.5 Locksmiths shall:

- a. Service and repair all vaults, safes, door locks, and padlocks with three-position combination locks.
- b. Cut keys and replacements (General Services Administration vehicle, desk, file, storage, cabinet, control panel, etc.).
- c. Manufacture lock cores with proper combinations.
- d. Activate and deactivate storage containers and change safe combinations.
- e. Provide preventive maintenance and real-time response for above hardware.

14.3 Key and Lock Accountability and Control

14.3.1 The following steps shall be followed to request a key or lock:

- a. Requester shall complete KSC Form 20-36, Locksmith Services Request, and submit the form to the organizational or facility KCC or Alternate. The elements in the RLKS are Government property and each correlate to a signed KSC Form 20-36, verifying issuance and for maintaining traceability.
- b. The KCC shall sign KSC Form 20-36 and forward it to the Locksmith Office for processing after verifying a request is valid and approved.
- c. After processing, the Locksmith Office will notify the respective KCC that the key is ready for pick up.
- d. The KCC will notify the key holder.
- e. The key holder shall obtain the key from the Locksmith Office and sign for the receipt. The Locksmith Office will then update the key database accordingly.

14.3.2 Personnel who no longer require possession of Government keys or locks shall complete the following steps:

- a. Registered key or locks of any type shall be surrendered to the KCC upon termination or transfer of the individual key holder.
- b. The KCC shall transfer turn-ins to the KSC Locksmith Office within 5 working days.

14.3.3 For the loss of assigned Government keys or locks, personnel shall complete the following steps:

- a. Provide a written report of the loss to the KCC immediately, but not later than the first duty hour of the day, if the loss occurred during non-duty hours.
- b. The KCC shall complete KSC Form 20-174, Reporting a Lost Registered Key.
- c. The organizational security point-of-contact shall investigate each lost key report and forward results to the KCO for review.

- 14.3.4 Unauthorized tampering with, removal, or damage to a KSC registered lock or padlock, or tampering with, loss, or duplication of a registered key shall be reported to the KCO for further investigation by NASA PSO.
- 14.3.5 Keys shall not be loaned , thrown away, or given away.
- 14.3.6 Registered Key Control accounts are subject to periodic audits from the PSO.
- 14.3.7 The transfer of keys within directorates shall be documented and coordinated with the the key custodians and lockshop via an electronic KSC Form 20-36.

CHAPTER 15. WEAPONS POLICY

15.1 General

All KSC employees, guests, and visitors are prohibited from possessing or introducing unauthorized weapons onto KSC property. The only exceptions are law enforcement officers (city, county, state, or Federal) and individuals or groups that have specifically been authorized by the CCS to possess any firearm or explosive on KSC property. The authoritative sources for the weapons policy are 14 CFR Subpart 1204.1005, Unauthorized Introduction of Firearms or Weapons, Explosives, or Other Dangerous Materials; and NPR 1600.1. Any device or item found during an inspection or a search that is deemed, known, or intended, to inflict injury, death or cause property damage, or any item(s) specifically prohibited by city, county, state, or federal, law, statute, or regulation, is prohibited from being possessed on KSC. The following items are considered unauthorized weapons:

- a. All explosive or incendiary devices.
- b. All firearms or live ammunition.
- c. Impact weapons (e.g., blackjacks, batons).
- d. Electronic control devices (e.g., TASERs®, stun guns).
- e. Edged weapons (other than common pocketknives with blades under 4 inches).
- f. Any chemical sprays designed for use as weapons.

15.2 Confiscating Weapons

Any weapons or ammunition found in vehicles on KSC property may be confiscated. Contraband will be held by the CCS pending determination of further judicial action.

15.3 Reporting

Any persons observing violations of the weapons restriction, or becoming aware of the presence of unauthorized or prohibited weapons or any other questionable item, on KSC property, shall notify the PSO at 867-7575 or any KPSC officer.

CHAPTER 16. KSC CHILD CARE DEVELOPMENT CENTER SECURITY PROCEDURES

16.1 General

This chapter establishes KSC's security procedural requirements for the screening of current and prospective childcare service providers at the KSC Child Care Development Center (CDC) in compliance with the Crime Control Act of 1990.

16.2 Responsibilities

16.2.1 The PSO shall:

- a. Serve as the point of contact with NASA KSC Human Resources office (HRO) for providing guidance on security policies and procedures;
- b. Ensure investigative requirements for CDC childcare service providers are completed. These may include pre-employment checks for criminal history, credit and reference checks, driver's license history, in-person interviews, and federal background investigations;
- c. Ensure CDC compliance with NASA physical security and access control requirements;
- d. Provide written notification to NASA KSC HRO personnel summarizing any adverse information concerning childcare service providers disclosed during background investigations or incident reports;

16.2.2 The NASA KSC HRO shall:

- a. serve as the point of contact between CDC personnel and the PSO.
- b. Sponsor CDC personnel for badging and access to KSC and submit pre-employment check requests to the PSO.
- c. Evaluate adverse information or incident reports on CDC personnel provided by the PSO and collaborate with the PSO on adjudicative determinations.

16.2.3 The Director of the CDC shall:

- a. Ensure CDC personnel comply with KSC badging and background investigation processes and procedures.
- b. Ensure CDC facility compliance with NASA physical security and access control requirements.
- c. Maintain a current listing of all individuals who come into contact with children at the CDC, whether it be in a teaching or non-teaching capacity.
- d. Provide the PSO written notification of any adverse information on CDC personnel or their termination from employment.
- e. Notify the PSO of the dismissal of any child care service provider.

CHAPTER 17. FEDERAL EMPLOYEE PERSONNEL SECURITY PROGRAM

17.1 General

17.1.1 The KSC Federal Employees Security Program (FESP) implements the requirements of NPR 1600.1, Chapter 3, NASA Personnel Security Program: Position Risk Designation Process, Background Investigations, and Employment Suitability Determinations for NASA Employees.

17.1.2 Implementation of the FESP ensures that all civil service employees are:

- a. Subject of a personnel security investigation, unless otherwise vetted through another Government Agency.
- b. Investigated based on their position risk designation.
- c. Investigated and adjudicated to the appropriate security clearance level. Investigations are updated in accordance with Office of Personnel Management requirements.

17.2 Responsibilities

17.2.1 The Chief, PSO shall appoint the FESP manager.

17.2.2 The FESP Manager shall:

- a. Ensure that civil service employees are investigated and adjudicated in accordance with NPR 1600.1.
- b. Receive and approve requests for security clearances.
- c. Review the position sensitivity level to ensure that it adequately reflects the level of approved access to classified information and make any necessary revisions.
- d. Serve as primary point of contact with the NASA KSC HRO for policies and procedures relating to the FESP.

17.2.3 The Director, HRO, shall:

- a. Coordinate investigative requirements for new hire civil service employees with the FESP Manager.
- b. Designate position sensitivity levels for each civil service position based on duties and responsibilities not involving access to classified information.
- c. Conduct suitability determinations for all civil service employees.

17.3 NASA Pre-Employment Screening

The PSO shall conduct pre-employment screening on potential NASA new hires and periodic reinvestigations of civil service employees in accordance with NPR 1600.1.

APPENDIX A: ABBREVIATIONS AND ACRONYMS

ALMS	Access Level Management System
CCS	Center Chief of Security
CCAFS	Cape Canaveral Air Force Station
CDC	Care Development Center
CEMP	Comprehensive Emergency Management Plan
CFR	Code of Federal Regulation
CNSI	Classified National Security Information
CI/CT	Counterintelligence & Counterterrorism
DCVN	District Court Violation Notice
DoD	Department of Defense
DOT	Department of Transportation
DUI	Driving Under the Influence
FAR	Federal Acquisition Regulation
FESP	Federal Employees Security Program
HSPD	Homeland Security Presidential Directive
HRO	Human Resources Office
IdMAX	Identity and Access Management Tools
IRO	Industrial Relations Officer
ITAR	International Traffic in Arms Regulations
KCA	Kennedy Center Agreement
KCC	Key Control Custodians
KCO	Key Control Officer
KDP	Kennedy Documented Procedure
KNPR	Kennedy NASA Procedural Requirement
KPSC	Kennedy Protective Services Contract
KSC	Kennedy Space Center
MA	Mandatory Appearances
MBI	Minimum Background Investigation
NASA	National Aeronautics and Space Administration
NIMS	National Incident Management System
NPD	NASA Policy Directive
NPR	NASA Procedural Requirement
OIIR	Office of International and Interagency Relations
P	Procedure
PAA	Permanent Area Access
PIV	Personal Identity Verification
POV	privately-owned vehicle
PSO	Protective Services Office
RLKS	Reporting Lost Government Key
SATERN	System for Administration, Training, and Educational Resources for NASA
SPO	Security Police Officers
SW	Space Wing
TAA	Temporary Area Access
U.S.C.	United States Code

APPENDIX B: FORFEITURE OF COLLATERAL SCHEDULE, NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, KENNEDY SPACE CENTER, MIDDLE DISTRICT OF FLORIDA

***Mandatory Appearance (MA)**

GENERAL PROVISIONS

Crimes Against Persons or Property

Assault by striking, beating, or wounding	18 U.S.C. 113(a)(4)	MA
Breach of Peace/Disorderly Conduct	18 U.S.C. 13/F.S. 877.03	\$250
Loitering or Prowling	18 U.S.C. 13/F.S. 856.021	\$250
Petit theft (less than \$100)	18 U.S.C. 13/F.S. 812.014(3)(a)	\$250
Simple Assault	18 U.S.C. 113(a)(5)	MA
Vandalism/Criminal Mischief (damage \$200 or less)	18 U.S.C. 13/F.S. 806.13(1)(b)	\$250

Controlled Substances and Alcoholic Beverages

Public intoxication	18 U.S.C. 13/F.S. 856.011	\$150
Possession of alcohol (under twenty-one years of age)	18 U.S.C. 13/F.S. 562.111	\$100

BOATING ACTIVITIES

Prohibited Operations

Boating under the influence of alcohol or drugs	18 U.S.C. 13/F.S. 327.35	MA
Careless operation resulting in accident	18 U.S.C. 13/F.S. 327.33(3)(a)	\$350

VEHICLE AND TRAFFIC SAFETY

License Violations

Adult not in front seat (learners permit)	14 CFR 1204/F.S. 322.1615(2)	\$50
Allowing unauthorized minor to drive (parent/guardian)	18 U.S.C. 13/F.S. 322.35	\$100
Allowing unauthorized person to drive	18 U.S.C. 13/F.S. 322.36	\$50
Unlawful displaying/Representing of another's license	18 U.S.C. 13/F.S. 322.32(3)	\$50
Expired license (six months or less)	14 CFR 1204/F.S. 322.065	\$50
Expired license (more than six months)	18 U.S.C. 13/F.S. 322.03(5)	\$200
No license	18 U.S.C. 13/F.S. 322.03(1)	\$200
DWLSR with/without knowledge	14 CFR 1204/F.S. 322.34(1)	\$150
Unlawful use/possession of suspended/revoked license	18 U.S.C. 13/F.S. 322.32	\$150
Violation of license restrictions	14 CFR 1204/F.S. 322.16	\$50
Operating 11PM to 6AM (sixteen years of age)	14 CFR 1204/F.S. 322.16(2)	\$50
Operating 1AM to 5AM (seventeen years of age)	14 CFR 1204/F.S. 322.16(3)	\$50

Registration Violations

Altered tag or decal	14 CFR 1204/F.S. 320.061	\$50
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Attaching unassigned tag or decal w/knowledge	18 U.S.C. 13/F.S. 320.261	\$50
Expired registration (six months or less)	14 CFR 1204/F.S. 320.07(3)(a)	\$50
Expired registration (more than six months, 1 st offense)	14 CFR 1204/F.S. 320.07(3)(b)	\$50
Improper display of registration	14 CFR 1204/F.S. 316.605(1)	\$50
Failure to provide proof of registration	14 CFR 1204/F.S. 320.0605	\$50
Tag required/Unregistered vehicle	18 U.S.C. 13/F.S. 320.02(1)	\$50
Unlawful use of temporary tag	14 CFR 1204/F.S. 320.131(3)	\$50

Equipment Violations

Blue lights on vehicle	14 CFR 1204/F.S. 316.2397(2)	\$50
Brake light required/inoperable	14 CFR 1204/F.S. 316.222(1)	\$50
Head light required/inoperable	14 CFR 1204/F. S. 316.220	\$50
Head light tinted covers	14 CFR 1204/F.S. 316.220(1)	\$50
Tag lights required/inoperable	14 CFR 1204/F.S. 316.221(2)	\$50
Tag lights must be white	14 CFR 1204/F.S. 316.224(3)	\$50
Turn signals required/inoperable	14 CFR 1204/F.S. 316.222(2)	\$50
Unsafe/faulty/defective equipment	14 CFR 1204/F.S. 316.215	\$50
Windshield cracked/damaged	14 CFR 1204/F. S. 316.2952	\$50
Windshield wipers required/inoperable	14 CFR 1204/F.S. 316.2952	\$50

Parking Violations

Handicap zone (without/expired permit)	14 CFR 1204/F.S. 316.1955(1)	\$250
Standing or parking a vehicle within:		
- fifteen feet of a fire hydrant		
- twenty feet of a crosswalk or intersection		
- thirty feet of a traffic signal or sign	14 CFR 1204/F.S. 316.1945(1)(b)	\$25
Parking a vehicle in a no parking zone	14 CFR 1204/F.S. 316.1945(1)(c)	\$25

Traffic Control Device Violations

Avoiding	14 CFR 1204/F.S. 316.074(2)	\$80
Failure to obey	14 CFR 1204/F.S. 316.074(1)	\$80
Failure to obey detour sign	14 CFR 1204/F.S. 316.078(1)	\$80
Failure to obey red traffic light	14 CFR 1204/F.S. 316.075(1)(c)(1)	\$80
Failure to obey stop sign	14 CFR 1204/F.S. 316.123(2)(a)	\$80

Speed Violations

Too fast for conditions	14 CFR 1204/F.S. 316.183(4)	\$60
Too slow/Impede traffic	14 CFR 1204/F.S. 316.183(5)	\$50
Speeding (fines doubled if in construction zone)	14 CFR 1204/F.S. 316.183(2)	
- 5-9 MPH above posted limit		\$50
- 10-14 MPH above posted limit		\$100
- 15-19 MPH above posted limit		\$125
- 20-29 MPH above posted limit		\$150
- 30+ MPH above posted limit		\$250

Passing Violations

Driving off pavement (on shoulder)	14 CFR 1204/F.S. 316.084(2)	\$50
Failure to allow three feet when overtaking bicycle	14 CFR 1204/F.S. 316.083(1)	\$50
No passing zone	14 CFR 1204/F.S. 316.0875(1)	\$50
Passing a vehicle stopped for pedestrian crossing	14 CFR 1204/F.S. 316.130(9)	\$50

Failure to Yield Right of Way Violations

Failure to yield at intersection	14 CFR 1204/F.S. 316.123(3)	\$50
When entering/approaching intersection	14 CFR 1204/F.S. 316.121	\$50
Failure to use due care near pedestrian or bicyclist	14 CFR 1204/F.S. 316.130(15)	\$50
Failure to yield to emergency vehicle	14 CFR 1204/F.S. 316.126(1)(a)	\$100
Failure to yield to emergency vehicle (Move over Law)	14 CFR 1204/F.S. 316.126(1)(b)	\$100
Failure to yield to pedestrian:		
- at yield sign	14 CFR 1204/F.S. 316.123(3)	\$50
- at traffic signal	14 CFR 1204/F.S. 316.075(1)(c)	\$50
- at crosswalk	14 CFR 1204/F.S. 316.130(7)	\$50

Seatbelt Violations

Failure to wear seatbelt		
(passenger eighteen years of age)	14 CFR 1204/F.S. 316.614(5)	\$50
Children three years of age and under not in Federally-approved child restraint seat	14 CFR 1204/F.S. 316.613(1)(a)	\$50
Children four to five years of age not in safety belt, child restraint/seat	14 CFR 1204/F.S. 316.613(1)(a)	\$50
Children six to seventeen years of age not in	14 CFR 1204/F.S. 316.614(4)(a)	\$50
Failure to wear seatbelt (driver)	14 CFR 1204/F.S. 316.614(4)(b)	\$50

Miscellaneous Violations

Careless driving (without accident)	14 CFR 1204/F.S. 316.1925(1)	\$100
Driving on sidewalk	14 CFR 1204/F.S. 316.1995	\$50
Driving on wrong side of road	14 CFR 1204/F.S. 316.081(1)	\$60
Driving under the influence of drugs or alcohol	18 U.S.C. 13/F.S. 316.193	MA
Driving with headset covering both ears	14 CFR 1204/F.S. 316.304(1)	\$50
Failure to drive in single lane	14 CFR 1204/F.S. 316.089(1)	\$50
Failure to obey police officer/firefighter	18 U.S.C. 13/F.S. 316.072(3)	\$200
Failure to use hands free device while driving	14 CFR 1204/KNPR 1600.1	\$50
Failure to use headlights at night or during period of decreased visibility	14 CFR 1204/F.S. 316.217(1)	\$50
Following too closely	14 CFR 1204/F.S. 316.0895(1)	\$50
Improper backing	14 CFR 1204/F.S. 316.1985(1)	\$50
Leaving children unattended in vehicle	18 U.S.C. 13/F.S. 6135(1)(a)	\$50
Open container of alcohol in vehicle	14 CFR 1204/F.S. 316.1936(2)	\$80
Reckless driving	18 U.S.C. 13/F.S. 316.192(1)	\$250

Motorcycle Operations

Carrying item preventing both hands on handlebars	14 CFR 1204/F.S. 316.2085(4)	\$50
Driving upon sidewalk or bike path	14 CFR 1204/F.S. 316.1995	\$50
Eye protection for operator required	14 CFR 1204/F.S. 316.211(2)	\$50
Headlight must be on	14 CFR 1204/F.S. 316.405(1)	\$50
Motorcycle endorsement required	18 U.S.C. 13/F.S. 322.03(4)	MA
No or improper helmet	14 CFR 1204/F.S. 316.211(1)	\$50
Passenger interfering with operation	14 CFR 1204/F.S. 316.2085(5)	\$50
Passing/overtaking in the same lane as vehicle passed	14 CFR 1204/F.S. 316.209(2)	\$50
Passing off of pavement	14 CFR 1204/F.S. 316.084(2)	\$50
Riding between lanes of traffic	14 CFR 1204/F.S. 316.209(3)	\$50
Riding more than two abreast in single lane	14 CFR 1204/F.S. 316.209(4)	\$50
Seat for rider/passenger required	14 CFR 1204/F.S. 316.2085(1)	\$50
Wearing headset (not part of helmet)	14 CFR 1204/F.S. 316.304(1)	\$50

Traffic Accidents

Careless driving	14 CFR 1204/F.S. 316.1925	\$200
Failure to immediately report (driver)	14 CFR 1204/F.S. 316.065	\$50
Failure to provide proof of insurance (at time of crash)	14 CFR 1204/F.S. 316.066(1)(d)	\$50
Leaving scene (attended property damage)	18 U.S.C. 13/F.S. 316.061(1)	\$100
Leaving scene (unattended property damage)	18 U.S.C. 13/F.S. 316.063(1)	\$50
Making a false crash report	18 U.S.C. 13/F.S. 316.067	\$250